



Licensed Clubs Darts Association Executive Committee Duty Statement Assistant Match Secretary

1. Purpose

This position statement is to provide an outline the duties and responsibilities of office holder of the Assistant Match Secretary of the Licensed Club Darts Association (LCDA).

2. Remuneration

The office holder receives an honorarium when fulfilling the role of Match Secretary.

3. Special requirements

- Required to be a financial member of LCDA or life member.
- To be elected at an Annual General Meeting and approved by current Executive Committee members.

4. Restrictions

The position may not be held by a person who is insolvent or convicted of an offence under the Associations and Incorporations act 1985.

5. Terms of office

The elected person will serve the position of Assistant Match Secretary for two years (24 months)

6. Duties

The Assistant Match Secretary is to assist the Match Secretary with the promotion of the LCDA and the sport of darts in accordance with the club rules, which includes but not limited to the following duties:

6.1 Meetings

- Attend all regular general meetings.
- Present a report at the general meetings on each competition held during the darts season.



6.2 Meeting Rights

- Have the right to cast a deliberate vote on any notices of motion placed before the Committee.

6.3 Match Co-ordination

- Co-ordinate LCDA competitions held by the club during the darts season.
- Co-ordinate any competition as directed by the committee.
- Prepare and issue competition schedules to all registered clubs/teams.
- Maintain contact details of clubs/teams.
- Prepare the scoring spreadsheet for the competition.
- Ensure all scores are accurately recorded during the competition.
- Ensure the competition results are updated and posted to the Club notice board weekly.
- Ensure competition results are archived as an historical record in association with the Club Secretary.

6.4 Trophies

- Liaise with the club captains to determine the trophy winners.
- Organise the purchase and engraving of all the trophies and shields for the club in accordance with the club by-laws.

7. Cessation of Duties

- The position holder of Assistant Match Secretary may be terminated and/or suspended at any time during the term of office by either the nominated person or the committee.
- Notice of termination and/or suspension shall be in writing by either party.
- Any vacancy resulting from any such notice may be filled by the committee for either the remainder of the term of office or for the period of suspension as determined by the committee.

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